

# Software Troubleshooting Request

To: IT Department

Date: [Insert Date]

Dear IT Team,

I hope this message finds you well. I am writing to request assistance with a software issue that I am currently experiencing in our school.

## **Problem Description:**

[Provide a detailed description of the software issue, including any error messages and relevant details about the affected system or application.]

## **Steps Taken:**

[List the steps you have taken to try to resolve the issue, such as restarting the software, checking for updates, etc.]

## **Impact on Work:**

[Describe how this issue affects your work or classroom activities, including any deadlines or specific needs.]

I appreciate your prompt attention to this matter and look forward to your guidance on how to resolve this issue.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[School Name]